

North Carolina Cost Share Programs Review Summary
FY2021

County	<u>Sampson</u>	Date of Previous Review/Report	<u>May 13, 14 2015</u>
District Staff Name(s)	<u>Henry Faison, Melanie Harris</u>	Date	<u>3/26/21 (Office); 3/29/21 (Field)</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Julie Henshaw (Office Only), Tom Hill (Field Only), Sydney Mucha, Kristina Fischer</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Held on the 4 th Tuesday of each month at 8:30am. Meetings are subject to cancelation if no new business to discuss. District also announces the meeting on Facebook, the county website on front door of the building.		X			

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How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Yes, the public is notified and given a call in number if they wish to attend the meeting per COVID-19 guidelines. This adheres to the Open Meetings Law.		X			
Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	The district will speak with the applicant to see what they are interested in/what their needs are. They will then determine if the BMP is needed and feasible based on NRCS standards and schedule a site visit to ground truth the resource needs/concerns. The district will also look to see if the applicant can qualify for funding via the Division and NRCS programs.		X			
Does the district provide technical assistance without cost share funds?				X	Yes, they provide technical assistance without cost share funds.		X			
What type of technical assistance is provided without cost share funds?				X	The most common technical assistance given without cost share funds is related to drainage issues for residential areas.		X			
How does the district prioritize which applicants get funded? Do you prioritize certain watersheds, BMPs, type of operation, first come - first served, etc?				X	The district uses a defined ranking process for ACSP and AgWRAP (good excel workbooks!); none for CCAP as there is currently not enough interest in the program. Funding is given based on the ranking score the application receives. The ranking form takes into consideration		X			

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					priorities set by the board and other resource concerns.					
Once each application is considered, what does the district do with the score? Do you fund based on the score, use another system to prioritize, create eligibility categories, or other?				X	Funding is based on the score. The Strategic Plan sets the batching period and sets a score minimum for funding for the first and second batching period.		X			
Describe the process the district follows when there is a tie on applicants' scores.				X	If there is a tie the date of the application is used at the tie breaker, with the winner being the one that applied sooner.		X			
Does the district purposefully withhold a percentage of funds until a later date in the program year to be able to fund higher quality projects (more water quality or water quantity benefits) or does the district fund applications until it runs out of funding each batching period? Does the district automatically fund cooperators who applied but did not get funded in the previous program year due to lack of funds or does it re-rank them with new applications?				X	The district spends money quickly, with limited funds remaining for a second batching period. District staff will send out letters to see if applicants that were not funded last year would like to keep their application on file with the district and apply for funding next year. District staff make it clear that the application will be re-ranked the following year. District also tries to apply for NRCS funding for as many applicants that qualify.		X			

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Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes, they are recorded as separate items in the board meeting minutes and those supervisors that make motion for approval are recorded for each action.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes, please see above.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, Primary Henry Moore and Alternate 1 James Lamb. RFPs are brought to the next board meeting as an information item to be documented in the minutes; the person who signed the RFP is listed in the information item.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	The district has a spreadsheet to track this, which is updated yearly.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district has a spreadsheet to track this. The district also checks with FSA and other surrounding districts. In addition, the district speaks with the cooperator directly about any farming operations and partners.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The district develops the contract after ranking and application approval from the board. Conservation planning using Conservation Desktop is done and then the contract is entered into CS2.		X			

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Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The district puts together an application packet that includes maps, conservation plan, signed documents, etc., which they go over it with the cooperator. This packet explains the contracting process, including that work cannot begin until Division approval is given, as well as times that the cooperator needs to notify the district (start and finish of BMP installation).		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The district will call the cooperator to indicate work can begin. They will also hand deliver the conservation planning packet, which they go over with the cooperator in detail.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisors leave the meeting and abstain from voting. This is recorded in the meeting minutes.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, it is documented in the board meeting minutes that a supervisor is abstaining and has left the room for discussion of said supervisor contract.		X			



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Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Yes, each contract is reviewed in detail with the board adhering to Open Meeting Laws. Information provided includes: Contract number and funding amount; BMP and application date. The district does not project CS2 for this purpose as they have limited equipment that will allow them to do this. They may explore this option if equipment is given by the Division.		X			
What information do you provide the applicant?	X				The district provides a checklist/letter to the applicant detailing all relevant information about the BMP policy as well as the information in the contract folder including the Conservation Plan, BMP policy information/forms, standards and drawings, maps, and job sheets.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The district calls cooperators regularly during the installation process to check on how things are going and will make a few site visits during the process to ensure the installation is moving forward in a timely manner.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	The district uses their own spreadsheet to track this information and use CS2 to check on the 1/3 date.		X			



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If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, the district will bring this to the board meeting. Additional information given to the board are the cooperators circumstances that have led to the request of an extension as well as any written requests received from the cooperator. Six month extensions are well documented in the contract folder.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?	X				The following information is included in the contract file that certifies that the BMP was inspected and installed to the standards: Conservation 6 notes Engineering approval letter Complete job sheets as needed; Pictures of the BMP before, during and after installation. Any changes from design to installation are well marked in red in the contract folders.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				Yes, BMPs are measured and then certified before request for payment is made. The district will document this in the conservation 6 notes and on job sheets as well as on as-builts, if applicable. The district also marks when the payment is received by the cooperator.		X			


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Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes; They have a specific spreadsheet for active contracts that is color coded (red for waste management), etc. Spot checks are done in April or May using the spreadsheet to randomly select contracts for this process.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	NRCS just checks with the district when NRCS spot checks are done to see if there are any supervisor contracts that NRCS needs to check; There have been no issues having NRCS spot check supervisor contracts.		X			


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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	If contracts are found out of compliance through annual spot checks, the district will call the cooperators and send an official letter. This letter is more detailed than the call and lays out the process to help the cooperators get the contract back into compliance as well as their options for repayment of the Division. In many cases, the cooperators will contact the district if repayment needs to be made due to the destruction of the BMP.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	Supervisors are notified of contracts that are out of compliance at the next board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, the district provides letter stating the options and this letter is kept in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	Yes, if BMPs are not repaired or re-implemented, a request for repayment for the pro-rated amount is given to the cooperators. The district tracks repayments. As stated above, in many cases, the cooperators will contact the district if repayment needs to be made due to the destruction of the BMP.		X			


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Is the district notifying the division of non-compliance and resolutions?				X	Yes, the district notifies the Division of non-compliance issues and resolutions		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	No, they do not use CS2 reports. They are using their district tracking spreadsheets to run reports for program funds, encumbrances and expenditures. These are presented at board meetings.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The accounting firm is Wade Greene, PLLC and audits are conducted annually after the year closes on June 30. The one ending June 30, 2020 was completed 11/30/20.		X			
Who in the office does work for Cost Share Programs?				X	Henry Faison and Melanie Harris; There is an open position currently. They are hoping to fill it, however, with the decrease in technical assistance funding from the Division, it is unclear if they will be able to fill the position.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Latest copy received in FY21 Strategic Plan; Henry's from 2016 plus letter in 2017 for Access Road (CP 560) and Stream Crossing (CP 578); Melanie's from 2012 plus letter for Sediment Removal. These are up to date. They are also looking into obtaining Commission JAA.		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 82-2019-001 Applicant Name: Ten Mile Inc BMP: Cropland Conversion 				X	Cropland conversion is in order; hydrant for waste management system seen and in working order; documentation in the folder indicates the BMPs were installed properly and are well maintained.		X			
Contract Number: 82-2018-013 Applicant Name: Amos McLamb BMP: Livestock Exclusion System (fencing, HUA, Tanks, Stream Protection Well) 			X		Well Head protection cover missing; Fencing and HUA well maintained, with interesting use of hog slats for the HUA instead of concrete. Contract folder was well documented and showed approval for the inventive use of hog slats for the HUA.	X		District notified applicant of corrective action by letter on 5/12/21.	Immediately	Plan of Action Accepted on 5/13/2021.

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Contract Number: 82-2017-013 Applicant Name: Tommy Tew BMP: Livestock Mortality Management System - Mortality Incinerator 				X	Incinerator in good working order. Under a covered roof with ventilation helps protect the two incinerators from the elements.		X			
Contract Number: 82-2018-801 & 82-2020-815 Applicant Name: Tim Butler BMP: Agricultural Water Supply/Reuse Pond & Agricultural Pond Repair/Retrofit 		X			Pond in working order with water diversion around the pond to help prevent additional erosion on the farm and around the pond impoundment. Please keep an eye on the vegetation surrounding the pond and the diversion ditch to ensure proper establishment as the maintenance period continues; recommended to visit the site quarterly until vegetation is fully established.	X		District staff has been and will continue to monitor vegetation establishment.	Will check twice monthly starting immediately for a year or until vegetation is established.	Plan of Action Accepted on 5/13/2021.

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Contract Number: 82-2012-001 Applicant Name: Robbin Best BMP: Field Border 				X	Field border is nearing end of maintenance period. It is well maintained and looks great for its age.		X			
Contract Number: 82-2015-802 Applicant Name: Clayton Matthews BMP: Agricultural Pond Repair/Retrofit			X		Edges of the pond have trees near the water's edge and in the toe of the dam near the auxiliary spill way. When the area engineer is in Sampson District next (later in the Spring or Summer), he will evaluate the trees impact on the pond and provide recommendations on next steps. Dogs have dug multiple holes on the sides of the dams. These areas need to be filled and re-vegetated.	X		District notified applicant of corrective action by letter on 5/12/21. Scott Melvin, engineer for the Division, examined the pond on 5/26/2021 and determined the trees were not effecting the structural integrity of the dam, however, as the growth of the trees continues during the remaining maintenance period, the district should closely monitor the growth. If any evidence of the dam face and toe is suspect the engineer should be called out to examine the pond again.	Immediately	Plan of Action Accepted on 5/13/2021.

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Contract Number: 82-2012-809 Applicant Name: William Hering BMP: AgWRAP Water Supply Well		X			Well housing not seen for well. At time of the contract, only well head protect is required, not well housing. However, it is recommended that the cooperator install housing to protect the well from freezing and other damage.	X		The District will suggest to the applicant that they install well housing for freeze protection.	Within the year	Plan of Action Accepted on 5/13/2021.

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Contract Number: 82-2019-308 Applicant Name: Craig Thornton BMP: Non-Field Farm Road Repair		X			Culvert and road are in working order; however, the rock needs to be laid in a few places to cover the black sheet geotextile. In addition, the water transported to the outflow via the culvert is placed at an angle, directly contributing to erosion of the bank. Vegetation should be re-established on the bank and water exiting the culvert should be directed in a way not to contribute to the bank erosion.	X		The District will suggest to the applicant to place rocks in a couple of places where the geotextile fabric is exposed. We will also discuss the erosion of the bank.	Immediately	Plan of Action Accepted on 5/13/2021.

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